

DBHDS- CHILDREN'S RESIDENTIAL SERVICE

PHYSICAL ENVIRONMENT REVIEW FORM

FACILITY NAME: _____

DATE OF REVIEW: _____ REVIEWED BY: _____

Regulation:	Description:	Compliance Indicator:
§60.J	The provider's current policy and procedure manual shall be readily accessible to all staff.	
§420.A	All buildings and building related equipment shall be inspected and approved by the local building official. Approval shall be documented by a certificate of occupancy	
§420.B	The facility shall document at the time of its original application evidence of consultation with state or local fire prevention authorities.	
§420.C	The facility shall document annually, after the initial application that the buildings and equipment are maintained in accordance with the Virginia Statewide Fire Prevention Code	
§420.D.1	At the time of the original application and annually thereafter the buildings shall be inspected and approved by state or local health officials, whose inspection and approval shall include: General sanitation	
§420.D.2	The sewage disposal system	
§420.D.3	The water supply	
§420.D.4	Food service operations	
§420.E	The buildings and physical environment shall provide adequate space and shall be of s design that is suitable to house the program and services provided and meet the specialized needs of residents	
§420.F	Building plans and specifications for new construction, change in use of existing buildings and any structural modifications or additions to existing buildings shall be submitted and approved by the lead regulatory agency, and other appropriate regulatory authorities	
§420.G.	Swimming pools shall be inspected annually by state or local health authorities or by a swimming pool company	
§430.A	Heat shall be evenly distributed in all rooms occupied by residents such that a temperature of 68°F is maintained	
§430.B	Natural or mechanical ventilation to the outside shall be provided in all rooms used by residents	
§430.C	Air conditioning or mechanical ventilating systems, such as electric fans, shall be provided in all rooms occupied by residents when the temperature in those rooms exceeds 80°F	
§440.A	Artificial lighting shall be by electricity	
§440.B	All areas within the buildings shall be lighted for safety and the lighting sufficient for the activities being performed	
§440.C	Lighting in halls shall be adequate and shall be continuous at night	
§440.D	Operable flashlights or battery powered lanterns shall be available for each staff member on the premises between dusk and dawn to use in emergencies	
§440.E	Outside entrances and parking areas shall be lighted for protection against injuries and intruders	
§450.A	Plumbing shall be maintained	

§450.B	Adequate supply of hot and cold running water is available at all times	
§450.C	Precautions shall be taken to prevent scalding from running water. Water temperatures maintained between 100°F and 120°F	
§460.A	One toilet, one hand basin, one shower or bathtub in each living unit	
§460.B	At least one bathroom with a bathtub	
§460.C	For facilities licensed BEFORE July 1, 1981, One toilet, one hand basin, one shower or bathtub for every eight residents	
§460.D	There shall be One toilet, one hand basin, one shower or bathtub for every FOUR residents in any building constructed or structurally modified after July 1, 1981; For facilities licensed AFTER December 28, 2007, One toilet, one hand basin, one shower or bathtub for every FOUR residents	
§460.E	The maximum number of staff members on duty in the living unit shall be counted in determining the required number of toilets and hand basins when a separate bathroom is not provided for staff	
§470.A	An adequate supply of personal necessities shall be available to the residents at all times for purposes of personal hygiene and grooming	
§470.B	Clean, individual washcloths and towels shall be in good repair and available once each week and more often if needed	
§470.C.1	When residents are incontinent or not toilet trained: provision shall be made for sponging, diapering or other similar care on a non absorbent changing surface that shall be cleaned with warm soapy water after each use	
§470.C.2	A covered diaper pail, or its equivalent, with leak proof liners shall be used to dispose of diapers. If cloth and disposable diapers are both used there shall be a diaper pail for each	
§470.C.3	Adapter seats and toilet chairs shall be cleaned immediately after each use with appropriate cleaning materials	
§470.C.4	Staff shall thoroughly wash their hands with warm soapy water immediately after assisting a child or themselves with toileting	
§470.C.5	Appropriate privacy, confidentiality and dignity shall be maintained for residents during toileting and diapering	
§480.A	Ages four and over, separate sleeping areas for boys and girls	
§480.B	No more than four residents share a bedroom	
§480.C	Children who use wheelchairs, crutches, canes or other mechanical devices for assistance in walking shall be provided with a planned, personalized means of egress for use in emergencies	
§480.D	Beds 3 feet apart at head, foot and sides; double-decker beds at least five feet apart at head, foot and sides	
§480.E.1	Sleeping areas shall have: 80 square feet for single occupancy	
§480.E.2	60 square feet per person in rooms accommodating more than two residents	
§480.E.3	Ceilings at least 7 ½ feet, exclusive of protrusions, duct work or dormers	
§480.F	Each child a separate clean, comfortable bed equipped with a mattress, pillow, clean blankets, clean bed linens, and if needed, a clean waterproof mattress cover	
§480.G	Bed linens changed at least every 7 days or more often if needed	
§480.H	Mattresses shall be fire retardant as evidenced by documentation from the manufacture except in facilities equipped with an automated sprinkler system	
§480.I	Cribs provided for residents under 2 years of age	
§480.J	Each resident assigned drawer and closet space, or their equivalent, which is accessible to the sleeping area for storage of clothing and personal belongings	

§480.K	Sleeping areas conducive to sleep and rest	
§490	Smoking prohibited	
§500.A.1	Bathrooms not intended for individual use shall have each toilet enclosed for privacy	
§500.A.2	Bathtubs and showers shall provide visual privacy for bathing	
§500.B	Windows in bathrooms, sleeping areas and dressing areas shall provide for privacy	
§500.C	Sleeping areas have doors that may be closed for privacy or quiet; doors shall be readily opened in case of emergency	
§500.D	Residents provided privacy from routine sight supervision by staff of opposite gender while bathing, dressing or conducting toileting activities. This section does not apply to staff performing medical procedures, assisting infants, or staff providing assistance to residents with physical or mental disabilities requiring the need for assistance. These activities are justified in the resident's record	
§510.E	Video and audio monitoring permitted only with approval of the lead regulatory agency; facilities licensed by DBHDS, approval from the Office of Human Rights	
§520.A	Each living unit shall have a living room or other area for informal use. Furnishings shall provide a comfortable home like environment that is appropriate to the age of residents	
§520.B	Shall have indoor recreational space that contains indoor recreational materials appropriate to the ages and interests of residents	
§520.C	Licensed to care for more than 13 residents, shall have indoor recreational space distinct from the living room	
§530A	Serving school aged children, study space provided	
§530.B	Study space well lighted, quiet, and equipped with tables or desks and chairs	
§540.A	Meals served in areas equipped with sturdy tables and benches or chairs that are size and age appropriate	
§540.B	Adequate kitchen facilities and equipment	
§540.C	Walk in refrigerators, freezers and other enclosures equipped with emergency exits	
§550	Appropriate space and equipment in good repair in laundry areas	
§560	Space provided for storage of such items as first aid equipment, household supplies, recreational equipment, luggage, out of season clothing, and other materials	
§570.A	Separate private bedroom for staff and their families when staff are on duty for 24 consecutive hours	
§570.B	Separate private bathroom for staff and their families when staff are on duty for 24 consecutive hours	
§570.C	Staff and their families shall not share bathrooms with residents	
§580	Space provided for administrative activities as appropriate, including confidential conversations and provision for storage of records and other materials	
§590.A	Facilities grounds shall be safe, properly maintained, free of clutter and rubbish	
§590.B	Interior and exterior of all buildings shall be safe, properly maintained, clean and in good working order. This includes, but is not limited to required locks, mechanical devices, indoor and outdoor equipment, and furnishings	
§590.C	Outdoor recreational space shall be available and properly maintained	
§600.A	Furnishings and equipment shall be safe, clean and suitable for the ages and numbers of residents	

§600.B	One continuously operable, nonpay telephone accessible to staff in each building children sleep or participate in programs	
§600.A	Buildings well ventilated and free of stale, musty or foul odors	
§600.B	Adequate provision for the disposal of garbage and waste	
§600.C	Free of flies, roaches, rats and other vermin	
§600.D	Sanitizing agent used in the laundering of bed, bath, table and kitchen linens	
§620.A	Horses and other animals maintained on the premises shall be quartered a reasonable distance from sleeping, eating, living and food preparation areas	
§620.B	Animals maintained on premises shall be tested, inoculated and licensed as required by law	
§620.C	Free of stray domestic animals	
§620.D	Pets provided with clean quarters and adequate food and water	
§800.A	There shall be evidence of a structured program of care	
§800.B	There shall be evidence of a structured daily routine designed to ensure the delivery of the programs services	
§800.C	A daily communication log shall be maintained to inform staff of significant happenings or problems experienced by residents	
§800.D	Health and dental complaints and injuries shall be recorded and include: resident's name; complaint; and affected areas; time of the complaint	
§800.E	The identify of the individual making entry in the daily log shall be recorded	
§840.K	A well stocked first aid kit shall be maintained and readily accessible for minor injuries and medical emergencies	
§850.A	All medications securely locked and labeled	
§850.F	A medication administration record shall be maintained of all medicines received by each resident and shall include:	
§850.F.1	Date prescribed	
§850.F.2	Drug name	
§850.F.3	Schedule of administration	
§850.F.4	Strength	
§850.F.5	Route	
§850.F.6	Identity of individual administering medication	
§850.F.7	Date discontinued or changed	
§850.J	Telephone number of regional poison control center and other emergency numbers shall be posted next to each nonpay telephone	
§850.K	Syringes and other medical implements used for injecting or cutting shall be locked	
§860.B	Menus of actual meals shall be kept on file for six months	
§860.C	Special diets provided when prescribed by a physician and established religious practices of residents	
§860.F	Providers shall ensure that food is available to residents who need to eat breakfast before the fifteen hours have expired	
§880.A	There shall be an emergency telephone number where a staff member may be immediately contacted 24 hours a day	
§910.B	Time out areas shall not be locked	
§910.C	Residents in time out can communicate with staff	
§940.L	Anytime children are present staff must be present who have completed all trainings in behavior intervention	
§970.F	Daily schedule has adequate study time	
§1060.A.1	Transportation provided for or used by children shall comply with local, state and federal laws to include: vehicle safety and maintenance	

§1060.A.2	Licensure of vehicles	
§1060.A.3	Licensure of drivers	
§1110.A.5	Provider shall have supporting documents that would be needed in an emergency including emergency call lists, building and site maps necessary to cut off utilities, designated escape routes, and list of major resources such as local emergency shelters	
§1110.A.6	Schedule for testing the implementation of the emergency plan and conducting drills	
§1110.C	The provider shall document annual review of the ER preparedness plan	
§1110.G	Floor plans showing primary and secondary egress shall be posted in locations easily seen by residents and staff	
§1110.H	Procedures and responsibilities reflected in the ER plan communicated to all residents within 7 days of admission	
§1110.I	At least one evacuation drill each month	
§1110.J.1	Evacuation drills shall include: sounding of ER alarms	
§1110.J.2	Practice in evacuating the building	
§1110.J.3	Practice in alerting authorities	
§1110.J.4	Simulated use of ER equipment	
§1110.J.5	Practice in securing resident emergency medical information	
§1110.K	During any three consecutive months one drill on each shift	
§1110.L.1	Record shall be maintained of each drill and shall include: building where conducted	
§1110.L.2	Date and time	
§1110.L.3	Amount of time to evacuate	
§1110.L.4	Specific problems encountered	
§1110.L.5	Staff tasks completed including	
§1110.L.5.a	Head count	
§1110.L.5.b	Practice in notifying authorities	
§1110.L.6	The name of the staff member responsible for conducting and documenting the drill	
§1110.M	Record of each drill maintained for three years	